

Getting Started

System Requirements

To use the Eudora Pro electronic mail (e-mail) application (hereafter referred to as Eudora), you must have the following:

- IBM PC or compatible.
- Microsoft Windows 3.1 for 16-bit version; Microsoft Windows 95 or Windows NT 3.5 for 32-bit version.
- Winsock 1.1 API compliant networking package (not needed for serial connection).
- A mail account with an Internet Service Provider or an Internet-style network.
- Access to your mail account via a modem (9600 bps or higher recommended) or Internet-style network connection.

Installing Eudora

Installing Eudora is simple, and requires very little input—just follow the instructions below. If you are installing over a previous version of Eudora Pro or Eudora Light, all of your messages, mailboxes, folders, and options will be maintained.

To install Eudora, do the following:

1. Exit any applications you are running.
2. If you are installing from diskette, insert the Eudora Pro diskette 1 of 2 into drive A: of your PC. Then select **Run...** from the **Start** menu, enter **A: Setup.exe**, and click **OK**.

If you are installing from CD-ROM, insert the CD-ROM into the drive and double-click on its icon. Then, double-click on **Setup.exe**.

If you are installing from a software archive, put the archive into a directory on your PC and double-click on it to unpack it into the same directory. Then, double-click on **Setup.exe**.

3. Read the Welcome screen. then click **Next**. The Software License Agreement is displayed.
4. Read the Software License Agreement and click Yes.
5. Enter your **User Code**, then click **Next**.

Your User Code is printed on the inside cover of this manual, or, if you are part of a multi-user site, it should be provided to you by your company's e-mail administrator. If you purchased Eudora by electronic distribution, the User Code is in the e-mail message you received when you purchased the product.

6. Specify a directory to install Eudora Pro, then click Next.

Note: If you are installing Eudora as an upgrade to your current Eudora Pro or Eudora Light, select your current Eudora directory. All your messages, mailboxes, folders, and options will be maintained. If you are installing Eudora for the first time, you can select any directory you want.

7. Select the version of the software that you want to install, 16- or 32-bit.

Based on the operating system and connectivity software that you are running, the Setup program recommends an appropriate version.

The 32-bit software can be used with the 32-bit operating systems Windows 95 or Windows NT 4.0, but it also requires 32-bit connectivity software. If you are using a 32-bit operating system but the Setup program recommends the 16-bit version, it is probably because your connectivity software is 16-bit.

8. Verify that the displayed settings are correct, then click Next (or use the Back button if you need to go back and make changes).
9. If you are installing from diskette, you are prompted to insert the additional diskettes into drive A:.
10. Eudora is installed in the destination directory, and you are prompted for whether or not you want to view the README file. Click Yes.

Uninstalling Eudora

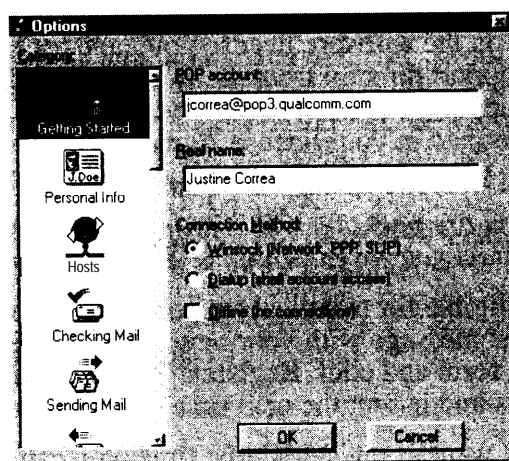
You can uninstall Eudora by using the tools provided with your Windows operating system. In Windows 95, open the control panel, double-click on **Add/Remove Programs**, select Eudora Pro. and click Remove. In Windows NT, open the Eudora Pro program group from within the Program Manager, then double-click on the **Uninstall Eudora** icon.

Opening and Configuring Eudora

After you have installed Eudora, double-click on its icon to open it. If you are installing Eudora for the first time, the Getting Started Options are displayed.

To send and receive messages, you must have an account on a computer running a POP (Post Office Protocol) server, and access to a computer running an SMTP (Simple Mail Transfer Protocol) server. Your incoming e-mail messages are delivered to your POP account, where you pick them up and transfer them to Eudora on your PC. Your outgoing messages are sent to the SMTP server to deliver to your recipients.

You have to provide basic information about your account, servers, and network connection before you can send and receive messages. To do this, use the **Getting Started** Options (if this is not open, select **Options...** from the **Tools** menu and click on the Getting Started category).



An example of Getting Started Options

In the **POP account** field, type your login name for this account, an “@” sign, and the full name of the computer. For example, if your assigned login name is “justine,” and the name of the computer where you receive e-mail is “pop3.qualcomm.tom” type “justine@pop3.qualcomm. tom” in this field.

*Note: This may or may not be your e-mail address. If your e-mail address is different than your pop account, put it in the **Return Address** field of the **Personal Info** Options.*

In the **Real name** field, type your real name. It is included in the **From** field of your outgoing messages.

Specify a connection method. If you are using Eudora via TCP/IP software (e.g., a direct network connection, SLIP, or PPP), select **Winsock**. If you are using Eudora via a Unix shell account, select **Dialup**. Most users will select **Winsock**.

If your POP and SMTP servers are on the same computer, you do not need to specify an SMTP server. If they are not on the same computer, click on the **Hosts** category and enter in the **SMTP** field the full name of the computer running the SMTP server.

You are now ready to go. For a quick introduction to Eudora's basic functions, see the "Tutorial" chapter; for detailed explanations of all the available functions, see the appropriate chapters.

Registering Your Copy of Eudora

Depending on the software license you have for Eudora, you may be eligible for technical support directly from the Eudora Technical Support group. To receive technical support, you must register your copy of Eudora Pro in accordance with the terms defined in your license Agreement. If you have a previous version of Eudora Pro, you need to register this new version.

Note: If you are part of a site license, you do not need to register.

Contact your organization's e-mail administrator for support.

If you are eligible for technical support, you are prompted to register after you send the first message with your new version of Eudora Pro. Complete the registration form and click **Register**. The registration is put in the queue in your . - Out mailbox and is sent the next time you send queued messages.

If you don't want to register at that time, you can choose **Not Now** to be prompted 7 days later, or **Never Register** to never be prompted again. At any time, you can choose **Register Eudora...** from the Help menu to display the registration form.

Quitting Eudora

To quit Eudora, select **Exit** from the **File** menu. If you have queued messages, or timed messages due to be sent in the next 12 hours, you are given the option to send them (see the section "Quitting with Queued Messages").

The Trash mailbox is emptied if the **Empty Trash when exiting** option is on in the Miscellaneous Options.

Online Help

There are several ways to get online Help with Eudora:

- To find out what something in the user interface does, use either **Context Sensitive Help** from the **Help** menu, or the **Help button** on the toolbar, and click on the item you want to know about. A brief description of the item is displayed.
- The **F1** key also displays context-sensitive Help. Select the user interface item you want to know about, then press **F1**.
- For instructions on how to do certain tasks, select **Help Topics** from the **Help** menu. The Help Contents are displayed, and you either browse the contents or use the Find and Index options.

Technical Support

If, after reviewing all of the available materials, you are still in need of assistance, contact your e-mail administrator (your Internet service provider or your company's Eudora support coordinator) or the Eudora Technical Support group. If you are eligible for technical support, the contact information is provided in the More Help! On-line Help topic, and on the inside cover of this manual.

You must register your copy of Eudora Pro to receive technical support. See the section "Registering Your Copy of Eudora" for details.